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GOVERNMENT

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FOUNDATIONS
OF SUPERVISION

UNIVERSITY OF ILLINOIS-URBANA



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ADVANCED
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EMPLOYEES

MANAGEMENT
DEVELOPMENT

INTERPERSONAL
COMMUNICATION

MANAGEMENT

COMMUNICATION
SKILLS

sponsored by

THE DIVISION OF
EMPLOYEE
DEVELOPMENT

SEMINARS

of the

STATE OF ILLINOIS
DEPARTMENT
OF PERSONNEL

William J. Boys, Director

COURSE DESCRIPTIONS

FOUNDATIONS OF SUPERVISION

A Seminar Designed TO:

- Familiarize those new in supervision—or those “on the way up”—with the basic responsibilities required of a supervisor.
- Provide new insights in managing people and other supervisory functions.
- Teach supervisors to work smarter—not harder—to achieve organizational goals.

Content:

Supervision as an earned responsibility
Cultivating the supervisor's outlook and approach
Traditional and modern concepts of motivation
Understanding human behavior
Values in transition
Achieving two-way communication
The planning process
The importance of setting objectives
Organizational goals and strategies
Coordination and control functions
Activity vs. results-oriented supervision

January 6, 7 - Springfield
February 4, 5 - Springfield
March 24, 25 - Chicago
April 6, 7 - Springfield
May 12, 13 - Chicago
June 3, 4 - Springfield

ADVANCED SUPERVISION

A Seminar Designed FOR:

- Experienced supervisors who need to keep abreast of new expectations and requirements for the job of supervising.

- Enhancing the skills of a supervisor as an effective leader, communicator and planner.
- Understanding the impact of work policies and procedures.

Content:

Planning and conducting efficient meetings
 Building a favorable organizational climate
 Employee and staff conferences
 Performance review
 Standard personnel practices

January 26, 27 - Springfield
 February 17, 18 - Springfield
 March 24, 25 - Chicago
 April 13, 14 - Chicago
 May 26, 27 - Springfield
 June 1, 2 - Springfield

MANAGEMENT DEVELOPMENT

A Seminar Designed TO:

- Acquaint managers having broad responsibilities with an understanding of concepts by which organizational goals can be achieved.
- Assist managers in understanding the application of current management principles.
- Introduce behavioral science concepts and techniques of managerial problems and processes.
- Determine and analyze participant's management styles.

Content:

Systematic approach to planning
 Exploring the elements of organization
 Effective leadership behavior
 Developing and administering control systems
 Management styles
 Motivation in modern management
 Equal employment concepts

Module A: Planning, organizing, and directing

Module B: Leadership styles, affirmative action,
motivating, and controlling

MANAGEMENT DEVELOPMENT Dates:

January 22, 23 (A) - Springfield

January 28, 29 (B) - Springfield

March 3, 4 (B) - Springfield

March 16, 17 (A) - Springfield

April 14, 15 (A) - Chicago

May 13, 14 (B) - Chicago

June 8, 9 (A) - Springfield

June 10, 11 (B) - Springfield

INTERPERSONAL COMMUNICATION

State employees on all levels who desire to improve their communication skills should profit from this seminar. Lectures, visuals and group activities center on developing interpersonal relationships, non-verbal and face-to-face communications. Barriers to effective communication—and how to overcome them—are discussed.

January 8, 9 - Springfield

February 9, 10 - Springfield

April 14, 15 - Chicago

May 4, 5 - Springfield

June 22, 23 - Springfield

COMMUNICATION SKILLS

Communicating effectively has sometimes been cited as the most important function of supervisors and managers. This workshop deals with both oral and written communication. Correct usage, style and format for business letters and memos constitute one unit. The second part stresses principles of effective speaking, including organization of presentations, voice modulation, use of notes and visual materials.

February 24, 25

May 19, 20

June 16, 17

(Offered only in Springfield)

(Tear off and mail to pre-addressed office shown on reverse side.)

NOTE: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant _____

Dept./Agency (If not printed in box) _____

Office phone: AC _____ / _____ Title of Seminar _____

Date of seminar _____ Payroll title _____ Time in title: _____ yrs. _____ mos.

(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by:

SIGNATURE - AGENCY APPROVAL _____

PLEASE NOTE! It is important that all requested registration information be supplied. Incomplete forms will be returned unprocessed.

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

NOTICE: IN ORDER TO RECEIVE CREDIT, THE PARTICIPANT MUST BE IN ATTENDANCE FOR THE ENTIRE PROGRAM.

Illinois Department of Personnel
Division of Employee Development
504 William G. Stratton Building
Springfield, Illinois 62706

(This section for office use only.)

- ☐ You are accepted and registered in the seminar of your choice.
- ☐ We are sorry but the seminar was filled prior to receiving your application.
- ☐ We regret that this seminar had to be cancelled/postponed.
- ☐ Application returned. (See remarks.)

Remarks:

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GENERAL INFORMATION

The 1981 Government Employees Management Seminars provide for training on four levels of management.

"Foundations of Supervision" is a two-day seminar designed for inexperienced supervisors. "Advanced Supervision" is a two-day workshop for experienced supervisors.

The "Management Development" Seminar is a four-day program divided into two modules: A & B. Each Module has been constructed so that participants can register for the full four-day seminar (both Modules) or either Module A or Module B, separately. Participation, however, will be considered incomplete until both Modules have been taken.

Module A: Planning, organizing, and directing.

Module B: Leadership styles, affirmative action, motivating, and controlling.

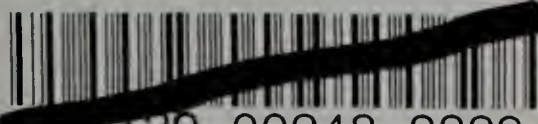
Participation is limited to employees of the State of Illinois. There is no charge for the programs but registrants will pay for coffee and be responsible for their own arrangements for meals, travel and lodging.

The Department of Personnel reserves the right to restrict participation by any one agency and to cancel or postpone seminars for which there is insufficient registration.

TIME SCHEDULE

Springfield programs meet 9:00 a.m. to 4:30 p.m. in Room 504 William G. Stratton Building, Spring and Monroe Streets. Chicago programs meet 9:00 a.m. to 4:30 p.m. at DePaul University, 25 East Jackson Boulevard. The officer at the door will have the room assignments. Informal attire is suggested.

NOTE: Prospective registrants who wish counseling regarding course selection and sequence may confer with their personnel officers who have been furnished printed guidelines for that purpose.



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APPLYING FOR REGISTRATION

Registrations are handled by mail. The tear-off application should be submitted promptly. Please follow the directions on the application form. Additional copies may be reproduced. Incomplete applications will be returned unprocessed.

OTHER PROGRAMS OFFERED BY THE DIVISION OF EMPLOYEE DEVELOPMENT

One-Day Management Seminars

In addition to the programs listed inside, single day seminars dealing with five specific areas of management will be given throughout the State of Illinois—in Peoria, Chicago, Elgin, Springfield, Rockford, and Edwardsville. Known as the "Statewide Employee Effectiveness Seminars," they are open to both state and local government personnel.

Other Programs - 1981

Our newest addition to the schedule are the "Effectiveness Training Courses." Most topics in this series are primarily geared to meet the needs of the supervisory-managerial work force. This series, open to State government employees only, will be conducted primarily in Springfield.

Executive Development Program

The executive level seminar consists of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois.

Management Institutes

The Institute program is conducted in Springfield and the fourteenth season begins this year. These one-day conferences, beginning at 9 a.m., are held at Holiday Inn East, 3100 South Dirksen Parkway. They feature nationally known authorities and are free of charge to State employees who secure tickets through their agencies. Representatives from local/federal government, business and industry are invited to participate at a \$15 charge for each institute. Tickets must be secured in advance.